

Online Registration: Instruction Guide



How to Use this Guide

The way information is formatted in this guide gives you the ability to follow the same structure all the way through the document. Keep the following in mind while reviewing this guide:

Buttons on the screen are identified with **[Brackets and Bold]**

Links are identified with an Underline

Tabs are indicated by *Italics* and they go across the top or in the middle of the page and look like tabs of a folder

Menus are indicated by **BOLD AND UPPERCASE** and they are in the area on the left of the page

Submenus (listed on the left-hand side of the page under the Menu) are indicated by UPPERCASE

Anything you enter by the keyboard is displayed “within quotes”

Table of Contents

HOW TO LOGIN.....	1
TOOLBAR.....	2
<i>My Calendar</i>	2
<i>My Account</i>	2
<i>Help</i>	3
<i>Log Out</i>	3
YOUR HOMEPAGE.....	4
<i>Announcements</i>	4
<i>Current Enrollments</i>	4
<i>Catalog Search</i>	4
SEARCHING FOR CLASSES	5
<i>Simple Search</i>	5
<i>Advanced Search</i>	5
<i>Browse by Category/ Search by CEUs</i>	6
REGISTERING FOR CLASSES	8
<i>Confirmation</i>	8
<i>Registration Errors and Warnings</i>	8
Wait list.....	8
Already Registered	9
Not Available for Registration	9
Schedule Conflict.....	9
Prerequisites.....	10
VIEWING ENROLLMENTS	11
<i>Dropping Classes</i>	11
MY TRANSCRIPT	12
MY PROFILE	13

How to Login

1. Go to the site: <https://ctlms.ct.gov>
2. Enter your username into the username area and your password into the password area and click [Log in]
3. If you are having trouble logging in please check to make sure your Caps Lock is not on, passwords are CaSe Sensitive (meaning if they are entered initially in lower-case they must be entered every time in lower-case)
4. If you are still having problems click: Forgot your password? and you will receive an email from Workforce.Development@ct.gov with a new password
5. The first time you login, or if your password had been reset by the administrator, you will be required to change your password
6. Please enter the original password in the Old Password area and enter your new password in the new password and confirm new password area
7. It is a good idea to set your secret question and secret answer to allow for you to reset your password automatically from the login page
8. Click [Save] when you complete your password change and secret question/answer and it will bring you to your Homepage

Toolbar

1. Across the top of any page is your toolbar
2. Your toolbar allows you to see your Calendar, modify your account, get Help, and Log Out

My Calendar

1. If you click on My Calendar it will display a new window with your calendar by months defaulting to today's date
2. Any enrollments that you have are listed on your calendar for the day(s) they take place
3. You can click on the title to get more information on the class
4. If you want to view a specific date enter that date (in MM-DD-YY format or click the little calendar) in the upper right-hand corner and click [Go]
5. To view your classes in a weekly view select the Week tab in your calendar window
6. Also you can see your classes as a daily view click on the *Day* tab in your calendar window
7. When you are looking at a specific day you have the ability to export the information to your calendar
8. Next to the name of the class there is an icon that looks like a piece of paper with an arrow pointing to the right
9. If you click that icon it will export to your Microsoft Outlook or GroupWise calendar as long as the application is open on your workstation
10. When you have finished looking at your calendar you can click the **[Close]** button at the bottom of the window

My Account

1. If you click on My Account it will display a new window with options for you to choose your preferences, proxy, or account details
2. *Preferences* allows you to set what you see on your **Homepage**; set catalog search defaults for your location, language, and delivery type (way the class is being taught: Instructor-Led, Web Based Training, etc.); number of rows to display per page on searches (default and max is 40)
3. *Proxy Settings* allows you to identify a person that you would like to be able to access your account while you are away for vacation or short term leave

DMHAS Online Registration: Instruction Guide

Toolbar

4. Once you have completed changing a tab be sure to click **[Save]** before going to another tab
5. Or you can click **[Save and Close]** to close the window

Help

1. If you click on Help it will display a new window that allows you to search the help screens for how to use the application
2. This help guide is a general guide created by the software manufacturer

Log Out

1. Once you have completed doing everything you want to do, be sure to click Log Out
2. You will be automatically logged out of the system after 20 minutes of inactivity

Your Homepage

1. The page you go to when you first sign in is called your Homepage
2. You can get back to this page at any time by clicking the Home tab

Announcements

1. On the Homepage you will find an announcements area in the upper left
2. Announcements are updated and you should review them every time you login

Current Enrollments

1. Under the announcements area you will find your Current Enrollments
2. Current Enrollments are the last 5 classes you have registered for including the name of the class, your status (Confirmed, Waitlisted, Offered) and the date it is being held
3. Your Current Enrollments on the Homepage may not include ALL classes you are enrolled in, please click on the words Current Enrollments on your Homepage and it will bring you to all of your enrollments
4. For more detailed information on Current Enrollments see the section in this guide entitled Viewing Enrollments

Catalog Search

1. Catalog Search allows you to search the course catalog for current classes
2. For more detailed information on Catalog Search see the section in this guide entitled Searching for Classes

Searching for Classes

1. To search for classes, you can do so from your Homepage in Catalog Search or you can get there from the My Learning tab CATALOG menu
2. There are three (3) different ways to search the catalog:

Simple Search

1. The simple search is the default when performing the catalog search
2. It is performed by entering a word that is contained in the class title, class code, or within the description into the search box on either the **Homepage** or within your *My Learning* tab
3. This search takes the longest as it is scanning through all the description of all the classes
4. You can use the wildcard (%) to allow for you to search for like words
5. Placing the wildcard in the end of a word allows for the search to return any classes that begin with the word you entered before the wildcard (e.g. "Intro%" returns introduction, introduce, etc.)
6. If you do not enter anything in the search box and click **[Search Learning Catalog]** it will return ALL classes

Advanced Search

1. The advanced search is available by clicking on Advanced Search when you are on the **Homepage** or within the **CATALOG** menu of *My Learning* tab
2. When you use the advanced search you can not search the description of classes
3. You can search by one or many different fields within the advanced search (e.g. you can search by title and location looking for classes with a specific name in a specific city or just search the title)
4. When searching in the title field, you must match the name exactly so using wildcards (%) is helpful
5. Wildcards (%) can be placed at the beginning, middle, or end or any combination to expand your results (e.g. searching for "An Introduction to Mindfulness Meditation Practice for Behavioral Health Professionals" can be difficult so use wildcards to help you find what you are looking for like "%intro%mind%")
6. The start date is defaulted to the current date because you can not register for classes that have already happened, but you can change the date to find future classes or classes on a specific date

DMHAS Online Registration: Instruction Guide
Searching for Classes

7. Location is the city where the class is being held, Facility is the building it is being held in, and Category is the CEU that is associated to the class
8. With the above three fields you will notice there is a magnifying glass at the end of the box, and a pick button at the end
9. You can use the magnifying glass to do a quick search for the value of the field (e.g. if in Location and you want to find Middletown, you can enter "middle" and press enter on your keyboard or click the magnifying glass to find Middlebury, Middlefield, and Middletown in a drop-down list)
10. Select the correct value from the drop-down list after clicking the magnifying glass and it will put the entire name in the search field
11. You can use the pick icon as well to open a new window and it will display all acceptable entries for that field
12. You can reduce the search list by entering part of the search word at the top of the page in the grey box and clicking **[Search]** (you can use wildcards (%) at the beginning or end of the word to increase the search results)
13. After you have entered as many or few fields you want to search by click the **[Search Learning Catalog]** button to return your results

Browse by Category/Search by CEUs

1. The browse by category search is primarily used to search for all classes with a specific CEU type
 2. It is available by clicking on Browse by Category when you are on the **Homepage** or clicking the submenu BROWSE within the **CATALOG** menu of *My Learning* tab
 3. A list of hyperlinks are displayed on the category type that you would like to search for
 4. By clicking on any one of the categories names listed it will display only classes that fall within that category
 5. You can search for a specific subject type (Clinical, Administrative, Mandated, Technical, etc.) or you can search by CEU types
 6. If you want to search by CEU types, click on the CEU name to display only classes that offer that specific CEU type
 7. You can then filter those results by title, start/end date, location, or ID like you can in the Advanced Search
3. Once you have your search results you can click on the class title to get more information on the class including the length, description, CEU types, what room it will be held in, and the instructor of the class (Rooms and Instructors are listed at the bottom of the details main tab in the Sessions section)

DMHAS Online Registration: Instruction Guide
Searching for Classes

4. Within the details you can also click on the Facility name to open a new window and get the address of the class and/or directions, close this window to go back to the class details
5. If you would like to view the Instructors Bio click on the More Details tab within the details of the class
6. To go back to your search results click [Cancel] at the bottom of the Main tab within the details of the class
7. When you go back to the search window it may not remember your initial search criteria and return all classes so you may need to enter your criteria again

Registering for Classes

1. Once you have found a class you want to attend you can register for a class by clicking on Register in the catalog search results (located all the way to the right side of search results table) or the [Register] button at the bottom of the class details screen
2. When you register there are a couple of different things that may happen

Confirmation

1. If you immediately see a Registration Confirmation screen after you register you are successfully enrolled and have been confirmed in the class
2. The Registration Confirmation screen gives you details about the class including the status (in the Order Items table, *NOT* in the header for Order Status)

Registration Errors and Warnings

1. If after you register a page comes up with Registration Errors and Warnings please read the message in the Error column of the table below
2. *PLEASE READ THE MESSAGE FULLY!*
3. The message may combine multiple warnings or errors in one

Wait list

1. The message that is displayed if there are no open seats and it requires you to go on to a wait list is: No Open Seats are currently available in this class therefore the Learner has been Wait listed
2. You have not yet been placed on the wait list
3. You must click **[Register]** to put yourself on the wait list
4. Once you click **[Register]** you will receive a Registration Confirmation screen that gives you details about the class including your status (in the Order Items table, *NOT* in the header for Order Status)
5. Please note the status says Waitlisted even though the Order Status is Confirmed, you have been placed on the waitlist and should not attend this class unless you are notified to attend
6. If you do not want to be placed on the wait list, you can click **[Search Catalog for more Offerings]** and it will bring you back to a search the catalog without putting you on the wait list

DMHAS Online Registration: Instruction Guide

Registering for Classes

Already Registered

1. The message that is displayed if you are already registered for a class with the same name is: The learner cannot be registered because they are already registered for this offering
2. You can not register for two classes with the same name or the same exact class
3. See the section on Viewing Enrollments for details about your current enrollments
4. If you are enrolled in the wait list on one class and can get a seat in another class with the same name, you can register for the class with open seats and it will automatically remove your name from the wait list and confirm you for the class with open seats
5. Click **[Search Catalog for more Offerings]** and it will bring you back to the search screen

Not Available for Registration

1. The message that is displayed when it is either too early or too late to register for a class is: Scheduled Offering not available for enrollment
2. You can not register for this class at this time, please try again at a different time and check the start date of the class
3. If the class has already taken place you will not be able to register for the class
4. Click **[Search Catalog for more Offerings]** and it will bring you back to the search screen

Schedule Conflict

1. The message that is displayed when you have another class happening at the same time as this class is: The learner cannot be registered because of a schedule conflict with <class name & ID>
2. You will not be able to register for this class because you already have another class during the same time
3. If you want to enroll in this class instead of the one listed, you would have to cancel your enrollment from the class listed in the message (see the section on Dropping Classes for more details) and then you could register for this class
4. Click **[Search Catalog for more Offerings]** and it will bring you back to the search screen

DMHAS Online Registration: Instruction Guide
Registering for Classes

Prerequisites

1. The message that is displayed if you have not met the prerequisite is: The following prerequisites are not successfully completed: Required Prerequisite: <class title>
 2. You will not be able to register for this class because you have not met the minimum requirements to attend
 3. You have to complete the first class (listed in the error message) before you can enroll in this class
 4. The only option is for you to go back to the catalog to search for another class
 5. Click **[Search Catalog for more Offerings]** and it will bring you back to the search screen
3. If you do not receive a Registration Confirmation screen you have not registered into the class (either as a Confirmation or Wait list)
 4. You will also receive an email with your status sent to you after your registration

Viewing Enrollments

1. To view your current enrollments you can see the last five classes you have registered for on your **Homepage**, or to see all of your current enrollments from your **Homepage** click on the words Current Enrollments or go to the MY ENROLLMENTS submenu under **MY LEARNING** menu in the *My Learning* tab
2. It lists all classes you are currently enrolled in and whether you are confirmed or wait listed for the class
3. You can view additional details about the class by clicking on the title
4. You can export the meeting to your calendar in Outlook or GroupWise by clicking on the Session name and then clicking **[Export to Calendar]**, you have to have your calendar application open and select **[Open]** when it asks if you want to open or save
5. If you click on the Facility name it will give you the address of the class, and the directions are included as an attachment
6. Some classes may still be in your enrollments even though they have already taken place
7. As soon as you have been recorded as attending it will move to your transcript (please see the section in this guide entitled My Transcript for more information about viewing your transcript)

Dropping Classes

1. You must be in your Enrollments window to drop/cancel a class
2. If you are unable to attend the class please select Drop in the Actions column next to the class you are unable to attend
3. A new page is displayed with the details of the class confirming that this is the class that you want to cancel or drop out of
4. **YOU MUST CLICK [Drop] AT THE BOTTOM OF THE PAGE** to complete the drop/cancel process
5. You will receive an email confirming your cancellation in this class
6. If you do not receive a cancellation email please re-check your MY ENROLLMENTS submenu of **MY LEARNING** in the *My Learning* tab

My Transcript

1. You can view your transcript for classes taken after January 1, 2009 on the *My Learning* tab in the **MY LEARNING** menu under MY TRANSCRIPT submenu
2. You can view the details of the class, including the CEUs that are included in the training, by clicking on the class title
3. Your transcript will include any classes that you are given credit for or any classes that have been marked incomplete
4. Classes with the status of Successful are all the classes you have completed successfully and have received credit for
5. Classes with the status of Unsuccessful are incomplete classes
6. Incomplete classes are classes that you have attended part of, but have not completed all the requirements to attain credit for the class
7. You can reduce the number of classes displayed by putting a date range on when you want to see classes between at the top of the page
8. For any questions regarding your status of classes please contact Workforce Development at Workforce.Development@ct.gov include your username and which class you have questions about in the email
9. Only classes that you have completed or been marked incomplete are recorded in your transcript
10. To print an unofficial copy of your transcript click Print in the upper right hand corner of your transcripts table
11. This is an unofficial copy because it does not contain your name or any identifying information
12. To obtain a copy of all of the training you have received prior to January 1, 2009, and official transcript, or any class you have registered for and the status, please contact Workforce Development at Workforce.Development@ct.gov include your username and what type of transcript you would like to receive

My Profile

1. You can view the contact information we have for you on the *My Profile* tab
2. The Organization that is listed at the top is the Agency or Facility (for DMHAS Employees) you work for
3. Also your email address is listed on this page as well
4. At the bottom of the page in the section called *Other Information* you can see any credentials we have for you
5. If your Organization, Email address, or Credentials are incorrect please fill out the My Profile Information form located on our website (<http://www.ct.gov/DMHAS/WorkforceDevelopment>) and return via email
6. For the rest of the information (address or phone) you can update this information by clicking Edit Profile Snapshot at the top of the page
7. Make whatever changes are needed to this page, and click **[Save]** at the bottom of the page to save your changes
8. It will give you a confirmation at the top of the page that the changes have been saved successfully
9. To go back to your profile you can click on **[Back to Profile Snapshot]** or select the tab for the next thing you would like to do in the system